August 11, 2004

Dear Planning Director:

It's time to update your parcel land use information. The database includes existing and potential (build out or a projection year) land use information for every parcel in Marin. This database serves as a basis for transportation modeling performed by the Transportation Authority of Marin (as well as many other purposes). As a member of the Authority your jurisdiction has agreed to keep the land use database current, complete and accurate. MarinMap, a consortium of public agencies of which you are a member, has offered to "host" the database and work with each member jurisdiction to keep the file current. We are requesting that you submit your most current information as part of this update.

Attached to the e-mail in an Excel spreadsheet containing pages for new parcels, dead parcel land use, use code changes to existing parcels and a lineage table (to show what dead "parent parcel" the new "child parcel" came from). Use code changes indicate that a change in land use has occurred that prompted the Assessor to re-evaluate the property for tax purposes. We would like to get existing and "build out" land use information for them. For most of the parcels we have made a preliminary determination based on Assessor's information and historic files. Please proof the contents for accuracy, making any necessary changes. You may view and print Assessor Map Pages from the County Assessor's web site:
http://www.co.marin.ca.us/depts/AR/MapBook/index.asp.

General Plan or Zoning Changes? Redevelopment?

If you have made any General Plan revisions or zoning changes, you need to update the database for "build out" land use on existing vacant parcels and parcels suitable for redevelopment. The best way to forward that information to us is to add those records to the spreadsheet using the same format as the ones I sent (put these at the bottom of the list). Build out land use information is used for projections and modeling of future conditions. *Also, please be aware that the data are considered official City or Town policy for planning purposes - it is imperative that the data reflect what your jurisdiction desires.* After we have completed the update of new parcels and use code changes, we will make the new property file available to your jurisdiction for use in your computer system (if any).

Situs Address Changes

The County Assessor is no longer maintaining Situs addresses (the actual physical address of a property improvement - e.g. house, business, apartment, etc.). After my considerable conferring with the Assessor, the result is that ***local planning and building departments*** are now responsible for getting the correct Situs address into the Assessor's master property file (from which you, in turn, get property information). With your help, we can create a data table of current, complete and accurate information. When you want to address a mailing to occupants of a property, the Situs will be in the table. With the release of MarinMap's on-line GIS, this accurate data will become valuable to you. Send your new Situs Addresses in a spreadsheet or paper document.

Thank you for your assistance,

Frederick E. Vogler,
Manager, GIS

LAND USE CODES

Land Use Code

(Existing and Potential)	Description
11	Single Family House (attached or detached)
21	Multifamily Housing (duplexes, apartments, condos)
31	Agricultural
32	Open Space (both public and private)
41	Industrial (includes manufacturing, assembly, warehouses)
51	General Commercial (combination of commercial uses or something that cannot be given another code)
52	Office Commercial
53	Retail Commercial
54	Mixed Use (residential and commercial uses on the same parcel)
55	Recreational Commercial (marinas, golf courses, etc.)
81	Privately owned non-taxable parcels (churches, property owned by tax-exempt organizations)
82	Publicly owned non-taxable parcels (parks, public buildings, etc.)
91	Vacant land (including both developable and not developable)

Guidelines for assigning land use codes:

1. "Potential" development is equivalent to build out of the parcel. It includes existing development plus any allowable increment. For example, a single-family parcel with a house on it would have both an existing and potential development of one unit.

2. For single family houses with second units: land use = 11 and units = 2 (or more); if two single family houses on the same parcel: land use = 11 and units = 2.

3. For multifamily buildings that contain condos, each with its own parcel number: land use = 11 and units = 1

4. General Commercial: this category covers uses that cannot be assigned another commercial code; it also includes different commercial uses on the same parcel such as a mix of retail and office. Use code 54 if residential is part of the mix.

5. For publicly or privately owned non-taxable parcels: assign the number of housing units if the parcel belongs to a tax-exempt organization (e.g. EAH, NEH, a church, etc.). If your general plan calls for redevelopment or allows residential/commercial development, assign a potential land use code based on the general plan designation. For example, a church may own a five acre parcel and the general plan would allow ten single family houses, the land use = 11 and units = 10.

6. Vacant land includes easements, "slivers," common areas in condo or apartment complexes or land that cannot be developed (yet is not officially designated as open space).